

# C.I.G. Administrative Instructions

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NAVY Declassification/Release Instructions on File

UNCLASSIFIED

1 of 1

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

Adm. Instr.

MEMORANDUM  
NUMBER [REDACTED]

8 July 1947

SUBJECT: Temporary Additional Duty Travel Orders for Navy Personnel

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. Whenever it is necessary for Navy personnel to perform temporary additional duty travel the following action shall be taken in connection with the procurement of appropriate official orders.

2. Action by Requesting Office

The requesting office will initiate Form No. 34-5, Request for Domestic Travel, and forward both copies to the Chief, Transportation Division, Service Branch, A & M. In addition to the routine information required on Form No. 34-5 there should also be shown on this form:

- a. Any special instructions as to security of the mission. No request should be classified unless absolutely necessary and the question of correct classification should be taken up with the Naval Administrative Command before classification is affixed.

- b. A statement to the effect that "This Temporary Additional Duty is necessary in the performance of duties for CIE and the CIE will make reimbursement of per diem and actual travel costs in accordance with Naval Travel Instructions."

3. Action by the Naval Administrative Command


Upon receipt of Form No. 34-5 the Naval Administrative Command will issue very broad temporary additional duty orders, affixing appropriate security classification where applicable. (Attached hereto is a sample of such orders which will be altered as required.) Two copies of the orders will be forwarded to the Fiscal Division, Finance Branch, A & M, and the original of the orders will be given to the traveler.

After the travel is completed the Naval Administrative Command will forward copies of the completed orders to the Bureau of Naval Personnel and the cognizant Naval Paymaster in order that the traveler's Naval Record may be kept complete and current.

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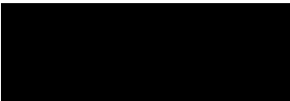
**4. Foreign Travel**

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Requests for foreign travel for <sup>qualifying</sup> naval personnel will be handled in the same manner as indicated above except that the request will be initiated on Form No. 36-23, Request for Overseas Transportation, instead of the domestic request form. After Form No. 36-23, containing the necessary clearances and approval is received by the Executive for Administration and Management, two (2)  will be routed to the Naval Administrative Command, who will in turn forward Section B of the original to the ~~Transportation~~ *Travel* Division, Services Branch, A & M.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

  
Deputy Executive for Ad.  
and Management

ATTACHMENTS: 1

DISTRIBUTION: A

OFFICERS  
File No.

U. S. NAVAL ADMINISTRATIVE COMMAND  
2430 E Street, N.W.  
Washington, 25, D.C.

SAMPLE

Date

From: Commanding Officer, U.S. Naval Administrative Command  
To: Captain

Subject: Temporary Additional Duty

Reference: (a) BuPers Travel Authority Pers-3118-wrt-2b,  
serial , dated

1. As authorized by reference (a), on or about \_\_\_\_\_ you will proceed to \_\_\_\_\_, for temporary additional duty concerning such matters as you have been directed to attend to; in this connection you are authorized to visit such additional places, to omit or revisit any of the above named places, or to vary the order of the above itinerary, as may be deemed necessary in the execution of this duty.

2. This is in addition to your present duties and upon completion thereof you will return to Washington, D.C., report to the Commanding Officer, U.S. Naval Administrative Command, and resume your regular duties.

3. Travel by military or commercial air, water, or rail transportation, motor vehicle, or any other means deemed necessary to most expeditiously accomplish the objects of this temporary additional duty is authorized and directed.

4. While performing duty under these orders you will maintain an appropriate itinerary and secure endorsements hereto as may be consistent with the nature of this temporary additional duty.

5. In addition to the actual cost of transportation you will be allowed a per diem of \$7.00, in lieu of subsistence, while absent from your permanent duty station in accordance with current provisions of Paragraph 4153 of U. S. Naval Travel Instructions, but such reimbursement and payment will not be made from Navy appropriations.

W. B. GOGGINS  
Captain, USN.

After completion of TAD and return to Washington, D.C., this office (NAC) will send on (1) copy of these orders to Bureau of Naval Personnel Jacket file, and two (2) copies to Bureau of Supplies and Accounts.

ATTACHMENT #1